



STATE OF TENNESSEE
DEPARTMENT OF MENTAL HEALTH
ANNOUNCEMENT OF FUNDING
FOR
SUBSTANCE ABUSE PREVENTION SERVICES
FOR TENNESSEE FISCAL YEAR 2013
JULY 1, 2012 - JUNE 30, 2013
COMMUNITY ANTI-DRUG COALITION
(Established Coalition)

Released by the
Tennessee Department of Mental Health
Division of Alcohol and Drug Abuse Services

Term of Services: July 1, 2012 to June 30, 2013

Key Due Dates and Times: Proposals due by February 8, 2012, 4:00 PM Central Time (CT)
(See Section 1.2. for other due dates and times)

Submitted To: Tennessee Department of Mental Health
Division of Alcohol and Drug Abuse Services
ATTN: Established Coalition Announcement of Funding
Andrew Johnson Tower, 10th Floor
710 James Robertson Parkway
Nashville, TN 37243

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TENNESSEE DEPARTMENT OF MENTAL HEALTH
Division of Alcohol and Drug Abuse Services
Established Coalition
Announcement of Funding
January 2012

The Tennessee Department of Mental Health (TDMH), Division of Alcohol and Drug Abuse Services (DADAS) (the “State”) is requesting proposals from Community Prevention Coalitions, also known as Substance Abuse Prevention Coalitions, (hereinafter Coalitions) interested in coordinating the implementation of substance abuse prevention environmental strategies as described in the Intended Scope of Services (Attachments I and J).

1. GENERAL CONDITIONS

1.1. Funding Information

1.1.1. **Type of Funding:** State of Tennessee Cost Reimbursement Grant Contract Funds

1.1.2. **Funding Amount:** State of Tennessee Cost Reimbursement Grant Contracts (hereinafter Grant Contracts) may be available to eligible proposers in an amount up to seventy thousand dollars (\$70,000) per State of Tennessee fiscal year depending on available funds.

1.1.3. **Project Period:** July 1, 2012 through June 30, 2013. If funds are available, there may be two (2) one-year extensions of the project. Renewal of Grant Contracts will depend on 1) the availability of funds; 2) Grantee progress in meeting project goals and objectives; and 3) timely submission of required data and reports.

1.1.4. **Allocations:** Funding allocations will be made on the basis of how well a Proposer addresses guidelines and criteria of this Announcement of Funding (hereinafter Announcement) and the State’s need to establish prevention services in all Mental Health Planning Regions. The actual amount available for a Grant Contract may vary depending on the number and quality of proposals received. The actual amount available for a Grant Contract may also vary depending on the population of the proposed service area. Service area population adjustments are determined by multiplying the percent of the State's population residing in the proposed service area (according to United States Census data) by the established base amount. The resulting value derived from this process is applied to the base amount to determine the total value of the Grant Contract.

1.1.5. Tennessee’s seven (7) Mental Health Planning Regions are as follows:

1.1.5.1. **Region 1:** Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, and Washington Counties.

- 1.1.5.2. **Region 2:** Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Jefferson, Hamblen, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, and Union Counties.
- 1.1.5.3. **Region 3:** Bledsoe, Bradley, Clay, Cumberland, DeKalb, Fentress, Grundy, Hamilton, Jackson, Macon, Marion, McMinn, Meigs, Overton, Pickett, Polk, Putnam, Rhea, Sequatchie, Smith, Van Buren, Warren, and White Counties.
- 1.1.5.4. **Region 4:** Davidson County.
- 1.1.5.5. **Region 5:** Bedford, Cannon, Cheatham, Coffee, Dickson, Franklin, Giles, Hickman, Houston, Humphreys, Lawrence, Lewis, Lincoln, Maury, Marshall, Montgomery, Moore, Perry, Robertson, Rutherford, Stewart, Sumner, Trousdale, Wayne, Williamson, and Wilson Counties.
- 1.1.5.6. **Region 6:** Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, Madison, McNairy, Obion, Tipton, and Weakley Counties.
- 1.1.5.7. **Region 7:** Shelby County.

1.2. Timelines and Definition of "Due By"

January 3, 2012	Release of Announcement of Funding
January 12,, 2012	Proposers' Written Questions Regarding the Announcement are due by 4:00 PM CT
January 18, 2012	Proposal Information Session at 11:00 AM CT
January 20, 2012	Proposers' Written Questions Arising after the Proposal Information Session are due by 12:00 PM CT
January 25, 2012	State issues written responses to new questions
February 8, 2012	Proposals are due by 4:00 PM CT
March 16, 2012	Announcement of Accepted Proposals
July 1, 2012	Anticipated Start Date of the Grant Contract

"Due by" means that the item being requested must be "received by" and "be in the hands of the TDMH (State)" by the stated date and time. "Due by" does not mean "postmarked by". For submission of proposals, see Section 1.9. for additional information.

1.3. Proposer and Proposal Eligibility

- 1.3.1. If unsure of eligibility, contact Dave Farmer at dave.farmer@tn.gov. **Questions specific to eligibility for this Announcement may be asked, in writing, at any time.** Electronic mail (e-mail) **is** permitted for the submission of eligibility-related questions. All other questions and requests for clarification shall be handled as explained in Section 1.7. Written responses to eligibility questions will be sent within three (3) business days of receipt of the written question.
- 1.3.2. Proposer Eligibility. The following types of entities are eligible to submit a proposal, unless prohibited under Section 1.3.3. or Section 1.3.4.:
- 1.3.2.1. A Coalition that is a 501(c)(3) entity as defined and described in the Internal Revenue Code, 26 United States Code (USC) § 501.
 - 1.3.2.2. A non-profit agency that is a 501(c)(3) entity as defined and described in the Internal Revenue Code, 26 United States Code (USC) § 501 acting as the Fiscal Agent for a Coalition. (See Section 1.3.2.4.)
 - 1.3.2.3. A governmental entity acting as the Fiscal Agent for a Coalition. (See Section 1.3.2.4.)
 - 1.3.2.4. For the sustainability of Coalitions, a Fiscal Agent may serve only one (1) Coalition under this Announcement and **must be** in the service area of the Coalition. To act as a Fiscal Agent, the entity's primary administrative office, at which contracts and financial administration is managed and maintained, **must be** physically located in the Coalition's service area.
- 1.3.3. A Proposer, for purposes of this Announcement, must **not** be (and the State will **not** enter into a Grant Contract with):
- 1.3.3.1. An entity which employs an individual who is, or within the past six (6) months has been, an employee or official of the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information, which was obtained through or in connection with his or her employment and not made available to the general public, for the purpose of furthering the private interest or personal profit of any person; or,
 - 1.3.3.2. Any individual or entity involved in assisting the State in the development, formulation, or drafting of this Announcement or the State Grant Contract's Scope of Services (such person or entity being deemed by the State as having information that would afford an unfair advantage over other Proposers).

- 1.3.3.3. For the purposes of applying the requirements of this Section, the State will deem an individual to be an employee or official of the State of Tennessee until such time as all compensation for salary, termination pay, and annual leave has been paid.
- 1.3.4. An entity submitting a Proposal in response to the Developing Coalition Announcement of Funding is **not** eligible to submit a Proposal in response to this Announcement.
- 1.3.5. Proposal Eligibility. Eligible proposals **must**:
 - 1.3.5.1. Target environmental strategies defined as those that focus on changing the community environment by targeting community conditions, standards, institutions, structures, systems and policies that tend to support social and health consequences of substance abuse in a community. Specifically, environmental strategies seek to: 1) limit access to substances; 2) change the culture and contexts within which decisions about substance use are made; and/or 3) reduce the prevalence of negative consequences associated with substances; and
 - 1.3.5.2. Focus on the coordination and implementation of prevention environmental strategies, utilizing the Coalition's relationship with the various sector members within its community; and
 - 1.3.5.3. Contain a Coalition process, outlined in the Proposal, which has capacity to increase a community's ability to effectively:
 - 1.3.5.3.1. Assess and prioritize need;
 - 1.3.5.3.2. Build community prevention capacity;
 - 1.3.5.3.3. Organize and strategically plan;
 - 1.3.5.3.4. Coordinate the implementation of strategies collaboratively across community sectors; and
 - 1.3.5.3.5. Evaluate the effectiveness of the strategies implemented; and
 - 1.3.5.4. Utilize strategies that are evidence-based as determined by compliance in one of the following areas:
 - 1.3.5.4.1. Inclusion in Federal registries of evidence-based interventions;

- 1.3.5.4.2. Reported (with positive effects on the primary targeted outcome) in peer-reviewed journals; or
- 1.3.5.4.3. Documented effectiveness supported by other sources of information and the consensus judgment of informed experts, as described in the following set of guidelines, all of which must be met:
 - 1.3.5.4.3.1. The intervention is based on a theory of change that is documented in a clear logic or conceptual model; and
 - 1.3.5.4.3.2. The intervention is similar in content and structure to interventions that appear in registries and/or the peer-reviewed literature; and
 - 1.3.5.4.3.3. The intervention is supported by documentation that it has been effectively implemented in the past, and multiple times, in a manner attentive to scientific standards of evidence and with results that show a consistent pattern of credible and positive effects; and
- 1.3.5.5. Be complete and comply with all requirements of this Announcement.
Incomplete proposals or proposals that have not adhered to the requirements shall not be reviewed.

1.4. State Amendments to this Announcement

The State reserves the right to amend this Announcement at any time. In the event the State decides to amend, add to, or delete any part of this Announcement, a written amendment will be posted on the State's website and notice of the posting will be distributed via the electronic mail (e-mail) mailing list described in Section 1.7.2.

1.5. State Cancellation of this Announcement

The State reserves the right to cancel, or to cancel and re-issue, this Announcement. See also Section 1.9.8. In the event such action is taken, notice of such action will be posted on the State's website and notice of the posting will be distributed via the electronic mail (e-mail) mailing list described in Section 1.7.2.

1.6. Proposer Notice of Intent to Propose

Creating a Proposer Contact List. The notice of *Intent to Propose* creates no obligation on the Proposer to submit a proposal and is **not a prerequisite** for submitting a proposal. The notice of *Intent to Propose* is recommended for the purpose of collecting electronic mail (e-mail) addresses of those who wish to directly receive any Announcement amendments or other notices and communications related to the Announcement. **There is no due date for the notice of Intent to Propose.** To ensure timely receipt of any communications related to the Announcement, it is recommended that Proposers provide contact information (names and e-mail addresses) as soon as possible prior to the Proposal Information Session (see Section 1.8.). Electronic mail (e-mail) **is** permitted for sending the notice of *Intent to Propose* and providing contact information; send an e-mail to dave.farmer@tn.gov. In addition to Announcement amendments and other notices being sent via e-mail, Announcement amendments and other notices will be available on the TDMH website. **If** a Proposer wishes to send a more formal *Letter of Intent to Propose*, there is no particular format for such letter, but please indicate in the letter that the Proposer intends to submit a proposal in response to the "Established Coalition Announcement of Funding" and include the name(s) and electronic mail (e-mail) address(es) of the individual(s) who are to be included on the e-mail mailing list to receive information (see Section 1.7.2). The *Letter of Intent to Propose* may be sent via e-mail to dave.farmer@tn.gov.

1.7. Communications

1.7.1. Communications – Method of Dispatch. Senders must assume the risk of the method of dispatching any communication (proposal questions, requests for clarification; proposal; and so on). **The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.** Selection of the method of dispatch is the sole responsibility of the Proposer. Use of regular United States Postal Service (USPS) mail is **strongly discouraged** but if used, the sender should allow extra time for processing to ensure delivery by the stated date and time. As an alternative, the sender should consider using a delivery system that ensures delivery directly to the intended recipient (express mail; overnight delivery; UPS; FedEx; hand delivery). **Electronic methods of dispatch are prohibited unless otherwise noted.**

1.7.2. Electronic Mail (E-Mail) Mailing List. The State will create an electronic mail (e-mail) mailing list to be used for sending communications related to this Announcement. Announcement amendments and other notices will also be available at the TDMH website.

1.7.3. Questions and Requests for Clarification – Prior to the Proposal Information Session. To be fair to everyone interested in proposing, questions and requests for clarification regarding this Announcement must be submitted in writing on or before 4:00 PM CT on

January 12, 2012 to dave.farmer@tn.gov in order to be answered at the Proposal Information Session as described in Section 1.8. **See Section 1.7.1. regarding method of dispatch.** Electronic mail (e-mail) **is** permitted for the submission of written questions and requests for clarification regarding this Announcement. Written responses to any questions and requests for clarification regarding this Announcement will be posted to the State's website and notice of posting will be distributed via the e-mail mailing list described in Section 1.7.2

- 1.7.4. Questions and Requests for Clarification – At, and After, the Proposal Information Session. To be fair to everyone interested in proposing, questions and requests for clarification arising **at** the Proposal Information Session will be written down by the State at the Proposal Information Session and will be answered in writing by January 20, 2012. Questions and requests for clarification arising **after** the Proposal Information Session must be submitted in writing by 12:00 PM CT on January 20, 2012, to dave.farmer@tn.gov, and will be answered in writing by January 25, 2012. **See Section 1.7.1 regarding method of dispatch.** Electronic mail (e-mail) **is** permitted for the submission of written questions and requests for clarification regarding this Announcement. Written responses to any questions and requests for clarification regarding this Announcement will be posted to the State's website and notice of posting will be distributed via the e-mail mailing list described in Section 1.7.2.
- 1.7.5. State's Written Responses and Communications are Binding. Only the State's official, written responses and communications will be binding with regard to this Announcement. The State will consider oral communications of any type to be **unofficial** and **non-binding**.

1.8. Proposal Information Session

Those interested in submitting a proposal are encouraged to attend the Proposal Information Session scheduled for Wednesday, January 18, 2012 from 11:00 AM until 1:00 PM Central Time in the 1st Floor Conference Room of the Andrew Johnson Tower, 710 James Robertson Parkway in Nashville, Tennessee. **No makeup session will be provided.** It is recommended that Proposers fully review the Announcement prior to the Proposal Information Session in order to determine those sections needing further clarification. Written responses to questions and requests for clarification received in accordance with Section 1.7.3. will be posted on the State's website and notice of posting will be distributed via the e-mail mailing list described in Section 1.7.2. A paper copy of the written responses will be available at the Proposal Information Session. For questions and requests for clarification arising at and after the Proposal Information Session, see Section 1.7.4.

1.9. Proposal Preparation, Proposal Formatting Requirements, Proposal Submission, and Proposal Withdrawal

1.9.1. Proposer's Preparation of Proposal. The Proposer accepts full responsibility for all costs incurred in the preparation, submission, and other activities undertaken by the Proposer associated with the proposal.

1.9.2. Proposal Formatting Requirements. The State's goal to review all proposals submitted must be balanced against the obligation to ensure equitable treatment of all proposals. For this reason, formatting requirements have been established for proposals. **Failure to adhere to these requirements shall result in the proposal not being reviewed.**

1.9.2.1. Proposals must be received by the deadline.

1.9.2.2. Information provided must be sufficient for review.

1.9.2.3. Text must be legible.

1.9.2.4. Proposals must be written in English.

1.9.2.5. Proposal pages must be typed in black ink, single-spaced, in Times New Roman font, size twelve (12), with all margins (left, right, top, bottom) one inch (1") each. The one inch (1") margin requirement does **not** apply when preparing the worksheets (Attachments A-H).

1.9.2.6. Pages should not have printing on both sides.

1.9.2.7. Proposal paper must be white and eight and one-half inches by eleven inches (8.5"x 11") in size.

1.9.2.8. Proposals must adhere to page and line limits where noted.

1.9.2.9. Worksheets (Attachments B-F and H) must be used and the format cannot be altered.

1.9.2.10. To facilitate review and processing of the proposal, all pages must be numbered, beginning with the Cover Sheet. Assemble the proposal in the following order:

Transmittal Letter (signed in ink by authorized representative)

Cover Sheet (Attachment A)

Abstract

Table of Contents

Proposal Narrative

Planning Worksheets (Attachments B-F)

**Job Description Worksheet and Organizational Chart(s)
(Attachment G)**

Proposed Budget and Budget Justification Worksheet (Attachment H)

- 1.9.2.11. All proposal pages must include a header with Proposer Name and Page Number.
- 1.9.2.12. Send the original proposal and four (4) copies to the mailing address listed in Section 1.9.4. Do not use staples, paper clips, and fasteners. Nothing should be attached, stapled, folded, or pasted. However, you may use colored paper, rubber bands, or folders to separate the copies. Do not use heavy or lightweight paper or any material that cannot be copied using automatic copying machines. Odd-sized and oversized attachments such as posters will not be copied and sent to reviewers. Do not include videotapes, audiotapes, compact disks (CDs), digital video disks (DVDs), flash drives, or other similar media formats.
- 1.9.3. Proposal Submission – Method of Dispatch. Senders must assume the risk of the method of dispatching any communication (questions, requests for clarification; proposal; and so on). **The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.** Selection of the method of dispatch is the sole responsibility of the Proposer. Use of regular United States Postal Service (USPS) mail is **strongly discouraged** but if used, the sender should allow extra time for processing to ensure delivery by the stated time and date. As an alternative, the sender should consider using a delivery system that ensures delivery directly to the intended recipient (express mail; overnight delivery; UPS; FedEx; hand delivery). **Electronic methods of dispatch are prohibited unless otherwise noted.**
- 1.9.4. The proposal must be dispatched (see Section 1.9.3.) to:
- Tennessee Department of Mental Health
Division of Alcohol and Drug Abuse Services
ATTN: Established Coalition Announcement of Funding
Andrew Johnson Tower, 10th Floor
710 James Robertson Parkway
Nashville, TN 37243
- 1.9.5. Proposal – Due Date. Proposals must be **received by** the State no later than 4:00 PM CT on February 8, 2012 and meet other submission criteria detailed in this Announcement in order to be eligible for review. **See Section 1.7.1. for method of dispatch.** Proposals will be considered to be “on time” only if they are received on or before the established due date and time. This does **not** mean “postmarked by” the due date and time; rather, it means “received by” and, “in the hands of the TDMH (the State) by the due date and time. If the proposal is hand delivered, a signed receipt from the State will be given to the delivery person as verification of receipt. Receipt of proposals submitted using a mail delivery service will be provided via e-mail.
- 1.9.6. Late proposals will **not** be reviewed.

- 1.9.7. Proposers may only submit **one (1)** proposal. The submission of multiple proposals from the same Proposer may result in the Proposer's disqualification.
- 1.9.8. State's Right to Reject Proposals. The State reserves the right to reject, in whole or in part, any or all proposals; to advertise for new proposals; to arrange to perform the services herein; to abandon the need for such services; and to cancel this Announcement if it is in the best interests of the State. See also Section 1.5. In the event such action is taken, notice of such action will be posted on the State's website and notice of the posting will be distributed via the electronic mail (e-mail) mailing list described in Section 1.7.2.
- 1.9.9. Proposal Withdrawal. Proposals submitted prior to the due date may be withdrawn, modified, and resubmitted by the Proposer so long as any resubmission is made in accordance with all requirements of this Announcement.

1.10. Proposal Review, Selection, Components, and Scoring

- 1.10.1. No Obligation of State. This Announcement and its selection processes do not obligate the State and do not create rights, interests, or claims of entitlement in either the Proposer with the apparent best-evaluated proposal or any other Proposer.
- 1.10.2. Proposal Review. Eligible proposals received by the deadline will be screened to determine technical compliance and completion. **Incomplete and noncompliant proposals will not be reviewed.** Proposers submitting incomplete or noncompliant proposals will be notified. Proposals found to be in compliance with all requirements, complete, and in the approved format will be submitted for review.
- 1.10.3. Proposal Selection. The State recognizes the need to ensure that funding provided for Coalitions and other substance abuse prevention services provides maximum benefit to the citizens of Tennessee. Therefore, preference will be given to Coalition proposals that:
- 1.10.3.1. Meet the Proposal Eligibility criteria outlined in Section 1.3.5.;
 - 1.10.3.2. Provide detailed information about the Coalition;
 - 1.10.3.3. Identify partnerships with multiple community sectors, prevention providers and other community-based organizations, as appropriate to the mission of the Coalition and/or plans to recruit the partnerships;
 - 1.10.3.4. Demonstrate the ability to identify community-level data addressing binge drinking among fourteen to seventeen (14-17) year olds; tobacco use among twelve to seventeen (12-17) year olds; and non-medical prescription drug use by the total population; and

- 1.10.3.5. Describe the way in which the Coalition addresses cultural competency within the community (e.g. Age Specific, Developmentally Appropriate, and Culturally Sensitive).

1.10.4. Proposal Components. There are eight (8) Proposal Components:

- 1.10.4.1. **Transmittal Letter (signed in ink by authorized representative)**
Include authorized signature(s)
- 1.10.4.2. **Cover Sheet (Attachment A)**
Include authorized signature(s)
- 1.10.4.3. **Abstract**
Not to exceed thirty-five (35) lines. The first five (5) lines or less of the abstract must include a summary of the proposal that can be used in publications, reports to the Federal Government or press releases, if a Grant Contract is executed.
- 1.10.4.4. **Table of Contents**
Include page numbers for each of the major sections, beginning with the Proposal Narrative, and for each attachment of the proposal.
- 1.10.4.5. **Proposal Narrative and Planning Worksheets (Attachments B-F)**
The Proposal Narrative (Section 2.) consists of Subsections 2.1. through 2.7. Together, the Proposal Narrative **may not exceed twelve (12) pages**. This limit does **not** include worksheets (Attachments B-F). Total point allocation includes the score for worksheets.
- 1.10.4.6. **Job Description Worksheet and Organizational Chart(s) (Attachment G)**
- 1.10.4.6.1. For each position identified in the project budget, provide a one (1) page job description that includes position name; reporting structure; duties; responsibilities; and qualifications; and
- 1.10.4.6.2. Provide an Organizational Chart for both the Coalition and, if applicable, the entity acting as Fiscal Agent for the Coalition.
- 1.10.4.7. **Proposed Budget and Budget Justification Worksheet (Attachment H)**
An appropriate and realistic budget must be submitted complete with a narrative justifying the budget for the contract period of July 1, 2012 through June 30, 2013.

1.10.5. Proposal Scoring. Proposal scoring will be based on the **quality** and **completeness** of responses to the Proposal components (see Section 1.10.4.). Each component will be allocated a maximum point value that determines a range within which reviewers will assign specific points. Proposals may receive a maximum score of two hundred eighty (280). A minimum average score of one hundred sixty-five (165) or greater is required for the proposal to be considered for funding. Proposals scoring less than the minimum average score may **not** be funded.

1.11. State of Tennessee Grant Contract Provisions

1.11.1. Scope of Services and Rights of State. See Attachments I and J for the Intended Scopes of Service, which is Section A. of a State of Tennessee Grant Contract. Please note that the State of Tennessee reserves the right to make any changes deemed necessary before issuing the final Grant Contract. The State of Tennessee also reserves the right not to issue any Grant Contracts in response to this Announcement.

1.11.2. Commencement of State Obligations. State obligations pursuant to a Grant Contract shall commence only after the Grant Contract is signed by the State and the Grantee and after the Grant Contract is approved by all other Tennessee officials in accordance with applicable laws and regulations.

1.11.3. Consideration of Past Performance. Prior to the execution of any Grant Contract, the State reserves the right to consider past performance under other Tennessee contracts.

1.11.4. Some Requirements of a State of Tennessee Grant Contract. Agencies entering into a Grant Contract under this Announcement will be required to, among other things that will be contained in the Grant Contract:

1.11.4.1. Using the Action Plan as a guide develop a final implementation plan in a format approved by the State within ninety (90) calendar days of Grant Contract execution. Agencies will be required to execute the implementation plan in their community.

1.11.4.2. Implement and maintain written organizational policies and procedures; and create and maintain a written Policies and Procedures Manual, if such a manual does not already exist.

1.11.4.3. Participate in regional prevention workgroup meetings and activities.

2. PROPOSAL NARRATIVE

Proposals must include completed worksheets of this Announcement, as well as responses to every question or statement in each category of this Proposal Narrative (Section 2.). **Failure to complete any worksheets (Attachments B-F) or respond to every question or statement in each category of this Section shall result in the proposal not being reviewed.** This Section includes the following: 2.1. Coalition Information; 2.2. Coalition Experience; 2.3 Assessment of Community Need; 2.4. Logic Model; 2.5. Capacity Assessment; 2.6. Planning Process; and, 2.7. Action Plan. All responses should fully address each item and be numbered for clarity. **Page limits for each are noted below; total page limit for the Proposal Narrative is twelve (12) pages [see also Section 3.2.].** Worksheets (Attachments B-F) **must** be included as attachments to the Proposal and do **not** count against page limits identified for each narrative section.

2.1. Coalition Information [Two (2) pages]

- 2.1.1. What is the Coalition's vision statement?
- 2.1.2. What is the Coalition's mission statement?
- 2.1.3. Describe the main function of the Coalition.
- 2.1.4. How long has the Coalition been in existence and what prevention initiatives have members accomplished together?
- 2.1.5. Describe the current core group of leaders/members for the Coalition.
- 2.1.6. Describe the issue/issues that caused the Coalition to be formed.

2.2. Coalition Experience

- 2.2.1. Submit, as an attachment to the proposal, two (2) sets of meeting minutes with at least one (1) set of minutes reflecting a meeting held before July 2011. The minutes should demonstrate involvement and participation of Coalition membership as well as additional volunteer community leaders.
- 2.2.2. **The number of pages for the meeting minutes is "as needed to fulfill the requirement". Since the meeting minutes are an Attachment to the proposal, the pages do not count against the total page limit identified for the Proposal Narrative.**

2.3. Assessment of Community Need [Four (4) pages]

2.3.1. **Complete the Assessment of Community Need Worksheet (Attachment B) as part of this subsection (2.3.). Please note: The Assessment of Community Need Worksheet must be included as an attachment to the Proposal, but does not count against the page limit.**

2.3.2. In addition to completing the required worksheet for this Assessment of Community Need subsection (2.3.1), proposals should fully address each of the following items. Responses should be numbered for clarity.

2.3.2.1. Describe how the community currently addresses substance abuse prevention. Please be as specific as possible indicating services and programs provided as well as other agencies and organizations that address this issue within the community.

2.3.2.2. Describe the gaps in substance abuse prevention services that currently exist in the community. Describe how the gaps were identified.

2.3.2.3. Using specific data, findings or information, identify what alcohol and other drug problems currently exist in the community. (These may serve as baseline data for your selected intervention.) Based on your findings, discuss consequence, substance use and local contributing factor priorities, as well as the target populations to be addressed. Describe whether or not the data support the perceptions of the Coalition. Be sure to include baseline data on the measures to be used in the logic models.

2.3.2.4. Using specific data, findings or information, describe the nature and extent of: binge drinking among fourteen to seventeen (14-17) year olds; tobacco use among twelve to seventeen (12-17) year olds; and, non-medical prescription drug by the total population in the community.

2.4. Logic Model

2.4.1. Complete a Logic Model Worksheet (Attachment C) for this subsection (2.4.). A sample Logic Model is included in Attachment C. A Logic Model for binge drinking among fourteen to seventeen (14-17) year olds; tobacco use among the twelve to seventeen (12-17) year olds; and, non-medical prescription drug use by the total population **must be included as attachments**, but do **not** count against the page limit. **Do not include any narrative about the Logic Model in the narrative section of the Proposal.**

2.5. Capacity Assessment [Two (2) pages]

2.5.1. **Complete the Capacity Assessment Worksheet (Attachment D) as part of this subsection (2.5.).** The Capacity Assessment Worksheet **must be included as an attachment**, but does **not** count against the page limit.

2.5.2. In addition to completing the required worksheet for this Capacity Assessment subsection (2.4.), proposals should fully address each of the following items. Responses should be numbered for clarity.

2.5.2.1. Describe the current resources (financial, people, leadership, training, knowledge, etc.) that exist in the community to address the identified problems from the Assessment of Community Need subsection (2.3.).

2.5.2.2. Discuss the challenges that exist in the capacity of the Coalition to effectively deal with binge drinking among fourteen to seventeen (14-17) year olds, tobacco use among twelve to seventeen (12-17) year olds; and, non-medical prescription drug use by the total population; and how each of these specific challenges will be addressed.

2.5.2.3. Describe the Coalition's plan for training, encouraging and mobilizing current and future leaders, workers and volunteers.

2.5.2.4. Discuss how the Coalition will address any gaps in their capacity to collect and use substance abuse prevention data.

2.6. Planning Process [Two (2) pages]

2.6.1. **Complete the Planning Process Worksheet (Attachment E) as part of this subsection (2.6.).** The Planning Process Worksheet **must be included as an attachment**, but does **not** count against the page limit.

2.6.2. In addition to completing the required worksheet for this Planning Process subsection (2.6.), proposals should fully address each of the following items. Responses should be numbered for clarity.

2.6.2.1. Provide a brief history of the Coalition and discuss the community's economic, social and political aspects currently affecting the Coalition.

2.6.2.2. Describe the community demographics and dynamics related to diversity and culture.

2.6.2.3. Describe past experience that will help the Coalition accomplish its goals and objectives for this project.

2.7. Action Plan [Two (2) pages]

2.7.1. Complete the Action Plan Worksheet (Attachment F) as part of this subsection (2.7).

The Action Plan Worksheet **must be included as an attachment**, but does **not** count against the page limit.

2.7.2. In addition to completing the required worksheet for this Action Plan subsection (2.7), proposals should fully address each of the following items. Responses should be numbered for clarity.

2.7.2.1. Describe how delivery of strategy(ies) will be culturally responsive.

2.7.2.2. Describe how progress towards achieving the outcomes related to each activity will be measured and how each of these will effect the targeted consequence and intervening variable.

3. PROPOSAL CHECKLIST

3.1. Technical Requirements

- ☐ Written in English
- ☐ Typed in black ink, single-spaced of standard eight and one-half inch by eleven inch (8.5" x 11") paper
- ☐ Typed in Times New Roman font, size twelve (12)
- ☐ All margins (left, right, top, bottom) are one inch (1") each. The margin requirement is **not** applicable to the Attachments.
- ☐ Adhered to page and line limits
- ☐ Pages are sequentially numbered, including all attachments
- ☐ Page header includes the Proposer Name and Page Number
- ☐ Responded to each criterion listed in this Announcement in the order requested
- ☐ Signed in ink by an authorized representative of the Proposer submitting the proposal
- ☐ Assembled the proposal in the order described in Section 1.9.2.10.
- ☐ No binder clips or paperclips have been used; no stapling or binding has been used
- ☐ Submitted one (1) original print copy and four (4) print copies of the original

3.2. Proposal Order

Use the table below to ensure all requested information is included in the Proposal. In addition, proposal materials should follow the order denoted below. **Incomplete proposals will not be reviewed.**

Proposal Component	Maximum Page Limit (where applicable)	Checklist
Cover Sheet, including signatures (Attachment A)	Not Applicable	
Abstract	35 lines	
Table of Contents	As needed to fulfill the requirement	
Proposal Narrative	12	
Coalition Information	2	
Assessment of Community Need	4	
Logic Model	0 (Worksheet Only)	
Capacity Assessment	2	
Planning Process	2	
Action Plan	2	
V. Attachments		
B. Assessment of Need Worksheet	As needed to fulfill the requirement	
C. Logic Model Worksheet	As needed to fulfill the requirement	
D. Capacity Assessment Worksheet	As needed to fulfill the requirement	
E. Planning Process Worksheet	As needed to fulfill the requirement	
F. Action Planning Worksheet	As needed to fulfill the requirement	
G. Job Description Worksheet and Organizational Chart(s)	Job Description: 1 per position; Organizational Chart: As needed to fulfill the requirement	
H. Proposed Budget and Budget Justification Worksheet	As needed to fulfill the requirement	
Coalition Experience - Meeting Minutes (Section 2.2.)	As needed to fulfill the requirement	